



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

MAY 2 - 1996

HUMAN RESOURCES MANAGEMENT LETTER NO. 96-3 (330)

SUBJECT: Career Transition Assistance Plan (CTAP)

This letter transmits the Department's CTAP, effective April 30, 1996. The Plan parallels the OPM regulations found in 5 CFR 330 and sets operating policy in areas that are left up to agency discretion.

It is Department of the Interior (DOI) policy to assist surplus and displaced employees in taking charge of their own careers and finding other employment within DOI, other Federal agencies, or the private sector. Interior will, within regulatory criteria, provide career transition services, special selection priority to eligible employees, and priority consideration to eligible employees who are registered on the Reemployment Priority List (RPL).

In implementing the DOI CTAP, all SF-52's, Requests for Personnel Action, approved by the requesting office and received in the servicing personnel office prior to April 30, 1996, are not subject to the Special Selection Priority component of the CTAP unless the position is being advertised with an opening date on or after April 30, 1996. The new Departmental RPL policy applies to all actions for which commitments have not been made as of April 30, 1996. As a reminder, the Interagency CTAP (ICTAP) was effective February 29, 1996.

You will note that the RPL portion of this Plan is significantly different from our previous operating procedure. As required by the CFR, the Department's CTAP limits RPL consideration to the local commuting area (LCA). However, selecting officials are strongly encouraged to hire surplus, displaced and separated employees from outside the local commuting area when relocation expenses are not an issue.

The order of filling vacancies is as follows:

- Actions not subject to SSP;
- Well-qualified SSP applicants within LCA;
- Any action on a permanent DOI employee;
- Qualified RPL registrants within the LCA;
- At bureau discretion, any other well-qualified former displaced DOI employee;
- Any well-qualified interagency CTAP SSP-eligible applicant;
- Any other qualified candidate.

Based on this defined order of selection, departmental clearance to hire from outside DOI is no longer required. Those actions which are currently with the Acting Deputy Assistant Secretary for Human Resources for clearance will be returned to the bureaus for appropriate action.

For further information, please contact the Office of Personnel, Mail Stop 5221 MIB, Telephone (202) 208-5590

A handwritten signature in black ink, appearing to read "Dolores Chacon". The signature is fluid and cursive, with the first name "Dolores" and last name "Chacon" clearly distinguishable.

Dolores Chacon
Acting Director of Personnel

Enclosure